

RECORDS MANAGEMENT CONFERENCE

MEMORANDUM FOR:

SUBJECT : Annual Records Management Conference []

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1. The Annual Conference of Agency Records Management Officers is to be held at the [] on Thursday and Friday, 13-14 November 1969. These meetings are conducted as part of the Agency's Records Management Program to improve the efficiency and economy of our records operations.

2. The theme of the Conference this year is "Total Records Management in Operation". The agenda will cover new developments in the fields of microfilming, optical character recognition, and mass information storage devices. The program speakers will emphasize systems and procedures for total records management throughout the Agency and include status reports from the Records Management Board.

3. The Conference has been approved by the Deputy Director for Support and he has written to the Deputies urging them to have their components encourage the Records Management Officers to attend. Your office representative is expected to participate in all sessions of the two-day conference. Rations and quarters are provided in lieu of per diem but travel arrangements will be the responsibility of each individual's office.

4. [] 702 Magazine Building) is the Conference Coordinator and should be informed (a telephone call will suffice) of your component designee by 30 October 1969. Details concerning accommodations and administrative instructions are attached.

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CIA Records Administration Officer

Attachment:
Administrative Instructions

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Next 6 Page(s) In Document Exempt

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